



## Loudoun County, Virginia

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Department of Building and Development

1 Harrison Street, S. E., MS #60, Leesburg, VA 20177-7000

Main Number: 703-777-0397

### **Digital Data Submission Checklist Requirements for Wetland Delineations**

This document outlines the general requirements for submitting **Wetland Delineations** to Loudoun County Department of Building and Development in a digital format. These data are required for all grading permits and shall include a GIS-compatible file, ESRI shapefile (preferred) or DXF; a PDF file; and a completed Digital Data Submission Form.

#### **GIS Compatible File:**

- \_\_\_\_\_ Jurisdictional Waters
  - classified as *R4 – Intermittent Stream* or *R3 – Perennial Stream*
- \_\_\_\_\_ Jurisdictional Wetlands
  - classified as *PFO – Palustrine Forested*, *PSS – Palustrine Scrub Shrub*,  
*PEM – Palustrine Emergent*, *POW – Palustrine Open Water*, or  
*CON-Constructed*
- \_\_\_\_\_ Permitted Impacts
  - classified as *Permanent* or *Temporary*
- \_\_\_\_\_ Study Boundaries
- \_\_\_\_\_ Four (4) digital grid tics
- \_\_\_\_\_ All data projected in HARN83 Virginia State Plane Coordinate System (US feet)

#### **PDF File:**

- \_\_\_\_\_ A .pdf file showing (at minimum) all required GIS layers, labeled accordingly
- \_\_\_\_\_ Four (4) or more digital grid tics in labeled with coordinates labeled

#### **Other requirements:**

- \_\_\_\_\_ A “Digital Data Submission Form”
- \_\_\_\_\_ A hard copy list explaining each GIS layer\*
- \_\_\_\_\_ Jurisdictional Determination Number and Date\*
- \_\_\_\_\_ Virginia Department of Environmental Quality Permit Number and Date\* (*as applicable*)
- \_\_\_\_\_ U.S. Army Corps of Engineers Permit Number and Date\* (*as applicable*)
- \_\_\_\_\_ Virginia Marine Resources Commission (VMRC) Permit Number and Date\* (*as applicable*)

\* item can be included in “Additional Notes / Correspondence” Section of **Digital Data Submission Form**

Files will be delivered on CD/DVD or via the County’s FTP site, [www.loudoun.gov/files](http://www.loudoun.gov/files). Use of the FTP site is encouraged, but coordination is necessary to ensure that the files are received.

Direct all questions related to Digital Data Submission Requirements to the Department of Building and Development GIS Administration Team at: **bad\_gis@loudoun.gov**